



VACANCY ANNOUNCEMENT

U.S. Mission Koror

Announcement Number: KOROR-2021-002

Position Title: Local Guard Force Commander

Opening Period: October 21, 2021 – November 05, 2021

Series/Grade: FSN-710-6

Salary: USD 30,648 per annum

For More Info: Human Resources Office: Leah Sakuma
Contact Number: (680) 587-2920 ext. 2200

Who May Apply: FS is FP-8. Actual FS salary determined by Washington D.C.

- All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.

Summary: The U.S. Mission Koror is seeking eligible and qualified applicants for the position of Local Guard Force Commander.

The work schedule for this position is:

- Full Time (number of hours per week – e.g. 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

Duties: The Local Guard Force (LGF) Commander reports to the Mission Deputy for the day-to-day operations of the LGF Unit. The LGF Commander directly supervises three Locally Employed guards and 16 host nation police officers contracted to protect Embassy Koror facilities. The LGF Commander assigns local guards to shifts, oversees the development of guard schedules, oversees the development and carrying out of initial and refresher training for all guards, and ensures that all posts are covered with properly trained guards. As the senior member of the LGF, the LGF Commander is expected to enforce good discipline and professionalism throughout the LGF, offer creative solutions and recommendations for issues encountered, and to satisfactorily complete other tasks as assigned.

Qualifications and Evaluations

Education: Completion of secondary school is required.

Requirements:

EXPERIENCE: A minimum of three years' experience in the military, or as a police officer, or security guard is required.

JOB KNOWLEDGE: Incumbent must have knowledge of the local traffic, security, and crime environment. Incumbent must have a good understanding of the laws and regulations of the host nation as well as the rank structure, investigative mandates, and operations of host nation law enforcement agencies, both in host country and in the U.S. Government.

Evaluations:

LANGUAGE: Level 3 (Good working knowledge) in English and Palauan languages. (This may be tested.)

SKILLS AND ABILITIES: Must possess a valid driver's license and the knowledge and ability to safely operate a government vehicle. Standard knowledge of data entry and Microsoft Office software to complete reports, spreadsheets, schedules, emails, and other projects as assigned. Must have a thorough command in the use of protective equipment and techniques to deescalate and safely resolve dangerous situations.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

****** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174 (Application for Employment)
- Resume
- Residency and/or Work Permit
- Passport copy
- Degree (not transcript)
- Police Clearance
- Driver's License
- Certificate or License
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email or phone call.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission Koror.

Drafted by: Leah Sakuma, HR



Cleared by: John Hennessey-Niland, COM



Approved by: John Hennessey-Niland, COM

